

Statewide Interoperability Executive Committee
Operating Principles Document
Prepared by the Public Safety Interoperable Communications Office
Approved May 18, 2010

Disclaimer

This document is an advisory document and does not create rights, privileges, duties or responsibilities that do not already exist through another authoritative source. Nothing in this document should be interpreted to conflict with Federal or State laws or rules. If a conflict is discovered, the appropriate laws or rules control.

Definition

Throughout this document, as defined in the Statewide Communications Interoperability Plan (SCIP), “public safety and service agencies/organizations” will be used to refer to police, fire, and Emergency Medical Service (EMS) agencies, as well as other municipal, county, state, tribal, and federal agencies performing public safety or public service activities. Arizona may also determine that select non-governmental organizations (NGOs) performing public safety and/or service activities are incorporated into this definition on an as needed basis.

SIEC

The Statewide Interoperability Executive Committee (SIEC or Committee) is a standing committee of the Public Safety Communications Advisory Commission (PSCC).

The SIEC is an advisory committee that advises the PSCC on technical and operational communication interoperability matters. The PSCC takes the recommendations of the SIEC into consideration, but is under no obligation to follow its recommendations.

The SIEC also holds authority over 700 MHz, VHF, and UHF interoperability frequencies in Arizona.¹

Members

The SIEC shall have five members.

PSCC Commissioners, by vote of a quorum of its members, shall appoint two members of the SIEC to serve as co-chairs of the Committee. The co-chairs shall serve until they resign or are replaced by a vote of the quorum of the PSCC.

The SIEC co-chairs are responsible for unanimously selecting the other three members of the SIEC. If there is a vacant co-chair position, the remaining co-chair shall not select any new members of SIEC until both co-chairs are seated.

Meetings

SIEC shall meet quarterly or more often as determined by the Committee.

All SIEC meetings shall be prepared for and staffed by the Public Safety Interoperable Communications (PSIC) Office.

Every meeting must have a quorum of Committee members. A quorum means a majority of the entire membership of the body. If there are vacancies on the Committee that fact is not considered in determining a quorum. Members may attend by telephone or other electronic means.

SIEC meetings shall be conducted in an open public meeting format.

¹ The 800 MHz Regional Planning Committee (RPC) holds authority over 800 MHz interoperability frequencies.

Committee members should avoid communicating with one another by e-mail or phone (other than through participation in committees or workgroups) on matters related to Committee business, to avoid any potential conflicts with public meeting requirements.

Agendas

SIEC agendas are developed by the SIEC co-chairs and the PSIC. Parties interested in suggesting agenda items for SIEC meetings should contact the PSIC Office at (602) 364-4498.

Agendas may include the following types of items:

- Approval of past meeting minutes
- Items for approval (i.e., AIRS SOP; National Emergency Communications Plan (NECP) Goal Two Methodology; Communication Unit Leader Credentialing Program; 700 MHz Channel Usage Plan)
- Items for SIEC advice (i.e., Narrowbanding; Strengthening Communications Focused Exercise and Training; Strengthening Outreach Efforts; Communications Assets Survey and Mapping Project; Policy, Standards and Procedure (PSP) Development)
- SIEC workgroup updates
- Call to the public

Any agenda item on which the Committee may be asked to take action will be specified as an action item on the agenda.

Protocols; Calls to the Public

SIEC meetings are formally called to order by one of the co-chairs who shall serve as that meeting's chairman. The meeting chairman manages the meeting in accordance with the meeting agenda.

The meeting chairman, in its discretion, may ask members of the public safety and service agencies / organizations in attendance to provide input on or comment regarding an agenda item. A Committee member, in its discretion, may suggest that a member of the public safety and service agencies / organizations in attendance, who has knowledge about an agenda item under discussion, could provide valuable input to the Committee. All such input may be regulated by the chairman, in terms of duration and number, to assure that the meeting stays within agenda parameters.

If neither the committee chairman nor a member calls for input on a particular agenda item, then an attendee may provide input during the Call to the Public segment of the meeting.

Comment cards will be available at each meeting to facilitate stakeholder input during the Call to the Public segment of the meeting. Committee members may respond to criticism made during the Call to the Public, may ask staff to review a matter, may refer a matter to a workgroup or may ask that a matter be placed on a future meeting agenda. However, Committee members may not take legal action on matters not properly noticed for such action.

Work Products

An SIEC co-chair or other designated member shall make presentations regularly at PSCC meetings to enable the PSCC to receive continual updates on SIEC activities and to facilitate the PSCC's ability to request support from the Committee.

Any work products produced by the SIEC and submitted to the PSCC shall be reviewed in a PSCC meeting. [Note: All PSCC meetings are open public meetings.]

Workgroups

SIEC can establish workgroups on matters under consideration by SIEC.

Workgroups can be standing groups or ad-hoc groups formed or disbanded as needed by the SIEC or its co-chairs. Each workgroup shall have a stated purpose and shall confine its activities to that purpose.

SIEC currently has a standing Technical Workgroup and Operational Workgroup.

The Technical Workgroup evaluates and provides advice from a technical perspective to the SIEC on technical policies, standards and procedures. Examples of issues tasked to this workgroup might include issues surrounding spectrum management and utilization of the Communication Assets Survey and Mapping Tool (CASM).

The Operational Workgroup evaluates and provides advice from an operational perspective to the SIEC on Memorandum of Understandings, Standard Operating Procedures and on operational policies, standards and procedures. This Workgroup might also be tasked with making recommendations on training and exercises and on outreach.

Workgroup meetings are not conducted as public meetings.

Workgroups shall report on their activities and provide any related advice at SIEC (open, public) meetings. The reports of these workgroups will be advisory only.

Interested members of public safety and service agencies/organizations that SIEC serves shall be eligible to serve on SIEC workgroups. Workgroups may have additional criteria for participation established by the SIEC to enable efficient accomplishment of the workgroup's purposes, including the inclusion on a workgroup of subject matter experts or consultants.